



FY02 Strategic Action Plan (DRAFT)

Action	Core Strategy	Start	End	Proponent	Value
1. FPD will appoint a core competency team to create a SWOT analysis to assess FPD strengths, weaknesses, opportunities and threats. This will include assessment of our skills, facilities, tools and processes. MANDATORY	Flight Program and Project Management	9/01	12/01	Core Competency Team Ann McNair – Lead Bob Goss, Tony Lavoie, Steve Tesney, FD30?	People Excellence
2. An FD20, FD30 & FD40 led team will develop and define the scope for a 'one-stop' payload and carrier integration and operations process. This will serve as a statement of core standard services for new work. DEFER	Payload and Carrier Engineering Integration and Operations	9/01	10/01	Directorate-wide team lead by FD20, FD30 & FD40	Customers Excellence Teamwork
3. FPD will create a customer focused payload and carrier integration flowchart of what the process should be. The flow chart will include, but not be limited to: <ul style="list-style-type: none">• Analytic integration/safety• Operations integration• Physical integration• Flight integration• Flight execution FPD will identify the skills required to implement a 'one-stop' shop. DEFER	Payload and Carrier Engineering Integration and Operations	10/01	12/01	Directorate-wide team lead by FD20, FD30 & FD40	Customers Excellence Teamwork



FY02 Strategic Action Plan (DRAFT)

Action	Core Strategy	Start	End	Proponent	Value
<p>4. Based on a directorate skills assessment and completion of the 'one-stop' payload and carrier integrations and operations flow chart, a team will be appointed to:</p> <ul style="list-style-type: none">• Compare current skills and capabilities against 'one-stop' process requirements• Present an analysis of skill gaps• Present recommendations on improving integration and ops skill mix• Implement cross training <p>DEFER</p>	Payload and Carrier Engineering Integration and Operations	1/02	3/02	Cross-Directorate team	Customers Excellence Teamwork People
<p>5. FD40 will create the architecture to develop scalable ground systems software platforms by improving existing ISS systems. This will include:</p> <ul style="list-style-type: none">• Network servers• Hardware• Software• Software maintenance• Reliability recovery time• Utilization of industry standards <p>Contractor, in-house efforts and consultant recommendations will lead to a plan for a suite of flexible, scalable ground systems.</p> <p>MANDATORY</p>	Ground Systems Development, Operations & Integration	8/02 Defini tion	11/02 Plan	FD40 Group Leads Darrell Bailey-Lead	Excellence Innovation



FY02 Strategic Action Plan (DRAFT)

Action	Core Strategy	Start	End	Proponent	Value
6. FD40 will systematically review and evaluate all processes and tools to identify reductions in development time, potential efficiencies, reductions in user costs, reductions in O&M, and potential automation. Separate teams will be appointed for tool automation and process reviews. MANDATORY	Ground Systems Development, Operations & Integration	Under way	Ongoing	Appointed process review/tool team Lisa Watson-Lead	Excellence Innovation
7. FPD will meet the intent of the new 'NPG' Process Guide for the Engineering of Systems that will include FPD training and development requirements for systems engineers. These requirements will include: <ul style="list-style-type: none">• Formal training• On-the-job experience• Certification MANDATORY	Systems Approach to Technical Integration	Under way	8/02	Chief engineer Bob Goss	Excellence People
8. FPD will improve the monthly review process and contents for performance and technical integration. MANDATORY	Systems Approach to Technical Integration	8/01	2/02	FD01 Director, Dept Mgrs, Prog/Proj Mgrs Jan Davis-Lead	Excellence



FY02 Strategic Action Plan (DRAFT)

Action	Core Strategy	Start	End	Proponent	Value
9. FPD will create a new business development team with permanent and rotational members. A marketing infrastructure/program will be created including: <ul style="list-style-type: none"> Resources People Processes Training & development MANDATORY (Combine 9-13 into one action)	Advanced Concepts and Marketing	10/01	1/02 Plan Developed	Appointed marketing advocate Joe Howell-Lead David Smitherman, Mike Kearny, Tony Lavoie, Keith Hefner, Steve Tesney, FD30?	Customers Teamwork People
10. The New Business Development team will: <ul style="list-style-type: none"> Research NASA project sources Scan Federal agencies Establish a set of directorate criteria for accepting or developing new projects Prioritizing high quality future projects for FPD (target list of prospective projects and customers) Recommend a long-term list of high value FPD potential projects to pursue Develop a directorate bid and proposal process See 9.	Advanced Concepts and Marketing	1/02	4/02 First draft	New business development team	Customers Teamwork



FY02 Strategic Action Plan (DRAFT)

Action	Core Strategy	Start	End	Proponent	Value
11. The New Business Development team will create a marketing toolkit for FPD personnel which includes: <ul style="list-style-type: none"> • Marketing materials • Customer focused teams • 'Road Show' presentations • An internal/external skill base directory of FPD groups, teams and individuals (yellow pages) • Documented success stories • Target list of conferences and technical meetings to participate in • Target list of NASA interfaces to develop See 9.	Advanced Concepts and Marketing	3/02	Ongoing	New Business Development Team	Customers Excellence
12. The Advanced Projects Office will lead a team to review the HEDS Strategic Plan. The goal will be to develop a 'Development of Space Architecture Plan' including tourism, hotels/resorts, propellant depots, satellite servicing and space solar power flight demos See 9.	Advanced Concepts and Marketing	9/01	12/01 Draft	Advanced Project Office	Innovation



FY02 Strategic Action Plan (DRAFT)

Action	Core Strategy	Start	End	Proponent	Value
<p>13. The Advanced Projects Office will lead a team to engage industries, universities, and other NASA centers as partners to identify potential proposal/concept areas for 'development of space architecture' projects. After identified, congressional support will be needed for potential projects. The goal would be projects for the January 2003 POP cycle.</p> <p>See 9.</p>	Advanced Concepts and Marketing	9/01	9/02 Initial Reporting	Advanced Project Office	Innovation Customers
<p>14. FPD will charter an in-house team to review the SLI Strategic Plan and create a FPD proposal with emphasis on FPD niche capabilities such as:</p> <ul style="list-style-type: none"> • ECLS • Payload integration and operations • Carrier integration and operations • Ground systems development <p>MANDATORY</p>	Advanced Concepts and Marketing	9/1 Team Appointed	3/02 Draft	Appointed SLI Interface Team Bob Crumbly-Lead Dan O'Neal, Mike Kearney, Mark Rogers, David Hood, FD20?	Customer Teamwork
<p>15. FD01 will establish a process for strategic plan review, completion of action items and updates. A staff position in FPD may be needed to coordinate this activity.</p> <p>COMPLETE</p>	Advanced Concepts and Marketing	9/1	11/01	FD01	Excellence Teamwork



FY02 Strategic Action Plan (DRAFT)

Action	Core Strategy	Start	End	Proponent	Value
<p>16. The MSFC Employee Assistance Program Coordinator will be invited to a directorate 'all-hands' meeting to create employee awareness of the program. In addition, a link on the FPD web site will be created to the EAP program and other personal development resources.</p> <p>NEARLY COMPLETE</p>	People	9/1	Next All-Hands Meeting	<p>FD01 Lead with CaER support</p> <p>David Smitherman-Lead</p> <p>Dr. Bruce Mather</p>	People
<p>17. CaER will facilitate a review of all FPD communications processes and content with employees. A set of recommendations to strengthen employee communications will be developed.</p> <p>MANDATORY</p>	People	9/1	10/1	<p>FD01 Lead with CaER support</p> <p>Gregg McDaniel-Lead</p> <p>Teresa Maxwell, Tina Swindell, John Fikes, Emmett Crooks, FD30?</p>	People Teamwork
<p>18. FPD will appoint a team to develop a voluntary career development toolkit for the directorate. Options within the program may include:</p> <ul style="list-style-type: none"> • Rotational assignments • Rotations within FPD • Co-op and new hire/transfer orientation • Dual career path • Pathfinder program • Enhancing technical excellence • Professional society participation <p>DEFER</p>	People	1/02	6/02	FD01 appointed team with CaER support	People Excellence



FY02 Strategic Action Plan (DRAFT)

Action	Core Strategy	Start	End	Proponent	Value
19. Based on the FPD skills analysis and center-wide training survey, an FPD annual training plan will be developed including: <ul style="list-style-type: none"> • Core technical training programs • Employee wellness • Interpersonal skills • Project initiation • Leadership/management • Special technical skills DEFER	People	10/1	2/02 Final Plan	FD01 appointed training team with CaER support	People Excellence
20. FPD will create a cross-directorate team to identify time-consuming overhead tasks/processes that may be overlapping/non-essential (i.e. action item process, status reporting). The team will make recommendations to directorate/department managers to reduce these activities that are controllable or could be simplified. DEFER	People	10/01	11/01	FD01 created team	People Excellence
21. Based on a model developed by ED, FPD will develop an employee satisfaction survey/index with 10 or fewer factors. The survey/index will be administered at least annually with data aggregated to see year-to-year changes. Senior leadership will initiate actions as appropriate. MANDATORY	People	10/01	11/01	FD10 with CaER support Jackie Steadman	People Excellence Teamwork



FY02 Strategic Action Plan (DRAFT)

Timeline

Action		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jly	Aug	Sep
1. Assess FPD strenghts, weaknesses & threats	M												
2. Develop/define scope for 'one-stop' process	D												
3. Create payload/carrier integration flowchart	D												
4. Skill gap analysis for 'one-stop' concept	D												
5. Create scalable ground system architecture	M												
6. Ground system time/cost reductions, new tools	M												
7. Implement NPG Sys Engineering requirements	M												
8. Improve monthly review process	M												
9. Estb new business team/create marketing prog	M												
10. Begin marketing environmental assessment													
11. Develop marketing tools													
12. Develop a space architecture plan													
13. Identify space architecture projects													
14. Review SLI proposal	M												
15. Establish process for strategic plan review	C												
16. Invite EAP Coordinator to next all hands	C												
17. FPD communication review/recommendations	M												
18. Create developmental toolkit	D												
19. Develop FPD training plan	D												
20. Elimination/simplification of tasks	D												
21. Implement employee satisfaction survey	M												